

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 03/26/15 (4:30 PM)

STATE JOB TITLE: ADMIN SPECIALIST II			STATE JOB CLASS: AA50	
BAND: 03	SALARY RANGE	\$ 021484 - \$ 039754	SPECIAL INCENTIVE: NO	
LEVEL: C	SALARY RANGE	\$ 023237 - \$ 036774	SCEIS POSITION #: 61020600	

DESCRIPTION OF DUTIES:

PERFORMS GENERAL OFFICE MANAGEMENT DUTIES. ENSURES THE EFFICIENT OPERATION OF THE WARDEN'S OFFICE. PROVIDE OFFICE/SECRETARIAL SUPPORT FOR INMATE GRIEVANCE AND OTHER KEY OFFICIALS AS NEEDED. MAINTAIN TRACKING SYSTEM OF INMATE GRIEVANCES. COMPOSES AND PREPARES CORRESPONDENCE, REPORTS OR MATERIALS AS ASSIGNED. COMPILES STATISTICAL DATA. RESEARCHES POLICIES TO FIND ANSWERS AND RESPOND TO WRITTEN AND TELEPHONE INQUIRIES. PREPARES AND MAINTAINS LOGS AND REPORTS. PERFORMS RELATED CLERICAL DUTIES AS REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

PLEASE SUBMIT RESUME WHEN APPLYING FOR THIS POSITION.